

“IF”

1. If you have trouble with your **locker** (won't open, vandalism, someone else is using it, etc.) see Mrs. Giaconia in the high school office.
2. If you have a problem with your **schedule**, see your guidance counselor – Mrs. LaFountain or Mrs. Simonson.
3. If you **don't feel well**, get a pass from you teacher and go see Mrs. Szumowski – the school nurse. If she feels you need to go home, **she** will call your parent.
4. If you need to be **excused from school**, bring your excuse to Mrs. Szumowski. If you are being excused due to illness, your parent or guardian **must** sign you out in the main office.
5. If you have a **problem** and want to **talk to some one**, see the Social Worker, Mr. Gottung.
6. If you are **late to school**, see Mrs. Szumowski for an entrance pass to your class.
7. If you need a **lunch ticket** or have lost a lunch ticket, see Mrs. Scott in the cafeteria.
8. If you want to use the **telephone**, (which may be used only in emergencies), see Mrs. Horton in the office.
9. If you **missed the bus** coming to school, call Mrs. Giaconia in the main office. If you miss the bus going home, see Mrs. Giaconia.
10. If you want to ride the **late bus**, you must obtain a late pass signed by the teacher you stayed after school with and then have it signed in the **café by authorized signor**. Students are not allowed to ride on any bus other than their own.
11. If you **forgot something at home** and need it today for school, see Mrs. Giaconia (she will contact a parent to bring it in if possible).
12. If you need help with **homework**, see your teacher, guidance counselor or peer leader.
13. If you want to play a **sport**, see Mr. Ziskin Athletic Director or the coach of the sport. Sport sign up sheets are posted in the nurse's office.
14. If you are having **trouble in a course**, see your teacher or guidance counselor.
15. If you are having **trouble with another student**, see Mr. Ziskin as soon as possible.
16. If you missed the morning **announcements**, they are posted daily outside of the Principal's Office.

**** Remember**

Your peer leader is ultimately responsible for helping you; so get to know him/her well. BUT, if you are in doubt at all about anything, see **Mrs. Giaconia or Mrs. Horton**.